


**EXHIBIT HH TO THE JUNE 26, 2008
DECLARATION OF GREGORY I. RASIN, ESQ.**

Candidate File

Page 1 of 9


Curtis, Brenda M (62673) 

Application 0500000265 - AA to VP/Office Manager - Global Licensing & Contracts Group

Step 1st Interview

Medium Online

Recruiter A. Valerio

Status Rejected (select motive below) 

Source Standard & Poors Careers

Hiring Manager E. INGLES

Application Date 2005/07/27

General Information

Prescreening

Disqualification Questions for: AA to VP/Office Manager - Global Licensing & Contracts Group

Questions	Result
There are no Job-specific questions to display.	

Skills for: AA to VP/Office Manager - Global Licensing & Contracts Group

Skills	Proficiency	Experience	Last Used	Interest	Required	Asset	Result
1. Supervise team or staff	—	—	—	—	—	—	0 / 0
2. Database software	Advanced	5 years or +	Last year	High	Met	—	0 / 0
3. Proofread typed or Input documents, forms, and other material	Advanced	Less than 1 year	Current	High	Not Met	—	0 / 0
4. Contracts	Advanced	1-3 years	1-3 years ago	High	Not Met	—	0 / 0
5. Schedule and confirm appointments	Expert	5 years or +	Current	High	Met	—	0 / 0
6. Microsoft Word	Expert	5 years or +	Current	High	Met	—	0 / 0
7. Microsoft Excel	Expert	5 years or +	Current	High	Met	—	0 / 0
8. Microsoft PowerPoint	Expert	5 years or +	Current	High	Met	—	0 / 0
9. Microsoft Outlook	Expert	5 years or +	Current	High	Met	—	0 / 0
10. Microsoft Access	—	—	—	—	—	—	0 / 0

Questions for: AA to VP/Office Manager - Global Licensing & Contracts Group

Questions	Required	Asset	Result
1. Please indicate your highest level of education Type: Single Answer Answer Possible Answers <div> <input checked="" type="radio"/> HS Diploma <input type="radio"/> Associates Degree <input type="radio"/> Bachelor's Degree <input type="radio"/> Master's Degree <input type="radio"/> Doctorate <input type="radio"/> None of the above </div>			<div> 0 / 0 0 / 0 Not Met 0 / 0 0 / 0 0 / 0 </div>
Result for Question:			0 / 0
2. Please indicate the number of years of experience that you have working with lawyers. Type: Single Answer Answer Possible Answers <div> <input type="radio"/> None <input type="radio"/> 1-2 <input type="radio"/> 3-4 <input type="radio"/> 4-5 <input type="radio"/> 5+ Years </div>			<div> 0 / 0 0 / 0 0 / 0 0 / 0 0 / 0 </div>
Result for Question:			0 / 0
3. How many years of experience do you have at a supervisory or managerial level? Type: Single Answer Answer Possible Answers <div> <input type="radio"/> Less than 1 year </div>			<div> 0 / 0 </div>

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2/10/2006

Candidate File

Page 2 of 9

1 to 2 years	—	0 / 0
3 to 6 years	—	0 / 0
7 to 10 years	—	0 / 0
10+ years	—	0 / 0
No experience	—	0 / 0
Result for Question:		0 / 0

4. Please indicate your level of experience in creating and running reports from databases.

Type: Single Answer

Answer | Possible Answers

Novice		0 / 0
Intermediate	—	0 / 0
Proficient	—	0 / 0
Expert	—	0 / 0
Guru	—	0 / 0
Result for Question:		0 / 0

5. Please indicate your level of experience in database management.

Type: Single Answer

Answer | Possible Answers

Novice		0 / 0
Intermediate	—	0 / 0
Proficient	—	0 / 0
Expert	—	0 / 0
Guru	—	0 / 0
Result for Question:		0 / 0

6. Please indicate your level of experience in formatting, revising and processing contracts.

Type: Single Answer

Answer | Possible Answers

Novice		0 / 0
Intermediate	—	0 / 0
Proficient	—	0 / 0
Expert	—	0 / 0
Guru	—	0 / 0
Result for Question:		0 / 0

7. Please indicate your level of knowledge of Adobe Acrobat.

Type: Single Answer

Answer | Possible Answers

Novice		0 / 0
Intermediate	—	0 / 0
Proficient	—	0 / 0
Expert	—	0 / 0
Guru	—	0 / 0
Result for Question:		0 / 0

8. Please give an example of the experience you have responding to correspondence.

Type: Text Answer

Answer

9. Please indicate your educational field of study. Select all that apply. (Multiple Answers)

Type: Multiple Answers

Answer | Possible Answers

Mathematics		0 / 0
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Candidate File

Page 3 of 9

Psychology	0 / 0
Education	0 / 0
Other	0 / 0
None of the above	0 / 0

Result for Question: 0 / 0

10. Please indicate how many years of relevant work-related experience you have. (Single Answer)

Type: Single Answer

Answer | Possible Answers

Less than 1 year	0 / 0
1 to 2 years	0 / 0
3 to 6 years	0 / 0
7 to 10 years	0 / 0
10 + years	0 / 0
No experience	0 / 0

Result for Question: 0 / 0

11. Please indicate in which of the following communication methods you have experience. Select all that apply.

Type: Multiple Answers

Answer | Possible Answers

Composing email and other written communication	0 / 0
Interacting with internal and external customers	0 / 0
Writing drafts of technical reports	0 / 0
Communicating technical details when working in a team environment	0 / 0
None of the above	0 / 0

Result for Question: 0 / 0

12. Please indicate to which of the following you have applied your organizational skills. Select all that apply.

Type: Multiple Answers

Answer | Possible Answers

Tracking or reporting on the progress of a project or task	0 / 0
Contributing to simultaneous, multiple projects	0 / 0
Prioritizing multiple tasks	0 / 0
Analyzing data	0 / 0
None of the above	0 / 0

Result for Question: 0 / 0

13. Please indicate your industry related experience. Select all that apply.

Type: Multiple Answers

Answer | Possible Answers

Working in a scientific environment	0 / 0
Assisting research Scientists	0 / 0
Implementing research studies	0 / 0
Implementing educational measurement procedures	0 / 0
None of the above	0 / 0

Result for Question: 0 / 0

Required Asset Result
Total for Skills and Questions: 6/16 0/00%

Profile

Candidate File

Page 4 of 9

Information provided by the candidate on August 5, 2005.

Application Medium

How did we learn about this candidate?

Source Tracking

Source Type	A McGraw-Hill company web site
Source	Standard & Poors Careers
Event	Not Specified

Check here if you would like to receive notifications by email on career opportunities matching this profile.

Basic Profile

Job	Administrative Support
	Legal
Location	United States New York New York
Organization	Corporate Corporate Planning
	Standard & Poor's Rating Services Segment Operations Segment Operations EXECUTIVE MARKETING&COMMUNICATIONS OPERATIONS SEGMENT CLIENT SERVICES

Job Level	Schedule	Education
Not Specified	Not Specified	Not Specified
Employee Status	Shift	Advance Notice
Not Specified	Not Specified	Not Specified
Job Type	Min. Ann. Salary	Travel
Not Specified	73,200.00 USD	Not Specified
Date of Availability		
Not Specified		

Profiler Questionnaire

Disqualification Questions

Questions	Result
No questions are associated to the general profile of this candidate.	

Skills

Skills	Proficiency	Experience	Last Used	Interest
No skills are associated to the general profile of this candidate.				

Questions

Questions
1. I confirm that my answers to questions in this on-line submission are complete and accurate and that The McGraw-Hill Companies may rely on my answers. Permission is granted to The McGraw-Hill Companies to verify all statements in this employment application. I understand that an offer of employment is contingent upon the completion of satisfactory reference and background checks, including from my present employer, but that my present employer will ordinarily not be contacted without my permission until after I accept an offer of employment with The McGraw-Hill Companies.
Type: Single Answer

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2/10/2006

D01074

Candidate File

Page 5 of 9

Answer | Possible Answers

I agree

I disagree

2. Have you ever been convicted of a crime?

Type: Single Answer

Answer | Possible Answers

Yes

No

3. Your employment is contingent upon your ability to demonstrate to The McGraw-Hill Companies satisfaction that any restrictions that may be imposed by agreements with prior employers or otherwise have been waived, have expired, or otherwise do not interfere with your ability to work for The McGraw-Hill Companies.

Are you at present bound by a non-competition or non-disclosure agreement or any other comparable agreement or understanding with any prior employer?

Type: Single Answer

Answer | Possible Answers

Yes

No

4. Have you ever been employed by The McGraw-Hill Companies?

Type: Single Answer

Answer | Possible Answers

Yes

No

5. If you have been employed by The McGraw-Hill Companies, please provide the following information:

- locations and dates of employment
- department and/or business unit
- last job title
- last supervisor's name

Type: Text Answer

Answer

6. Are you a sales employee?

Type: Single Answer

Answer | Possible Answers

Yes

No

7. Have you previously interviewed for employment at The McGraw-Hill Companies?

Type: Single Answer

Answer | Possible Answers

Yes

No

8. Can you, within three days of employment, submit verification of both your identity and your authorization to work in the U.S. pursuant to the U.S. Immigration Reform and Control Act of 1986?

Type: Single Answer

Answer | Possible Answers

☒ Yes

No

9. If you are in VISA status, are you:

Type: Single Answer

Answer | Possible Answers

F-1

J-1

Candidate File

Page 6 of 9

H-1B

Other VISA status

▶ Not applicable

Regulations

U.S. Equal Employment Opportunity / Affirmative Action Information

The candidate has been asked to provide EEO / Affirmative Action information for this requisition through the questions that were activated in the career section. The information already provided has been hidden for confidentiality reasons.

- Information provided by recruiters appears as "Not Specified" for confidentiality reasons but can be modified if necessary.
- Information provided by the candidate cannot be modified by recruiters.

Race/Ethnic Identification

The information under this heading has not been provided.

Gender

The information under this heading has been provided by the candidate

Vietnam Era Veterans and Other Veterans

The information under this heading has been provided by the candidate

Special Disabled Veterans

The information under this heading has been provided by the candidate

Persons with Disabilities

Do you consider yourself a person with a disability?

The information under this heading has not been provided.

Referrer

Chandler, Mona-Lisa	Work Phone	Employee Number
	212 438 7555	710725515
Address	Home Phone	Social Security Number
Not Specified	Not Specified	
	Email Address	
	mona-lisa_chandler@sandp.com	

Tracking

Date & Time	Events	Details	Comments	By
2005/08/30 10:49 AM	Correspondence sent	IMS/Corporate - (R) Internal Candidate Selected - AA to VP/Office Manager - Global Licensing & Contracts Group-050000026S - Thank you for expressing an interest in STANDARD & POOR'S		Ann Marie Valerio
2005/08/30 10:42 AM	Correspondence sent	IMS/Corporate - (R) Internal Candidate Selected - AA to VP/Office Manager - Global Licensing & Contracts Group-050000026S - Thank you for expressing an interest in STANDARD & POOR'S		Ann Marie Valerio
2005/08/30 10:41 AM	Status changed to Rejected (select motive below) in step 1st Interview	Internal Applicant was selected		Ann Marie Valerio
2005/08/22	Status changed to			Ann Marie Valerio

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2/10/2006

D01076

Candidate File

Page 7 of 9

2:54 PM	Scheduled in step 1st Interview		
2005/08/15 12:04 PM	Moved to step 1st Interview		Ann Marie Valerio
2005/08/15 12:04 PM	Status changed to To be Scheduled in step 1st Interview		Ann Marie Valerio
2005/08/15 12:04 PM	Status changed to Meets criteria in step Screening		Ann Marie Valerio
2005/08/15 12:04 PM	Status changed to Candidate reviewed in step Screening		Ann Marie Valerio
2005/08/05 1:34 PM	Application updated	McGraw-Hill Internal (Intranet)	Candidate or agent
2005/07/29 1:51 PM	Status changed to Meets criteria in step Screening		Ann Marie Valerio
2005/07/29 1:50 PM	Moved to step Screening		Ann Marie Valerio
2005/07/29 1:50 PM	Status changed to Candidate reviewed in step Screening		Ann Marie Valerio
2005/07/29 1:50 PM	Status changed to Has all the "Required" Criteria in step Reviewed		Ann Marie Valerio
2005/07/29 1:50 PM	Moved to step Reviewed		Ann Marie Valerio
2005/07/29 1:50 PM	Status changed to To be evaluated in step Reviewed		Ann Marie Valerio
2005/07/29 1:50 PM	Status changed to Has been reviewed in step New		Ann Marie Valerio
2005/07/29 1:45 PM	File attached	Brenda Curtis Resume.doc	Ann Marie Valerio
2005/07/27 2:54 PM	Correspondence sent	ERT, Job-Specific, Referrer - Thank you for referring a friend to STANDARD & POOR'S	System
2005/07/27 2:54 PM	Correspondence sent	ERT, Job-Specific Referral, New Candidate - A friend referred you to a job at STANDARD & POOR'S McGraw-Hill Internal (Intranet)	System
2005/07/27 2:54 PM	Referred	Application is complete	Candidate or agent

Brenda has all the qualifications for this position. I believe she will be a perfect fit for this position. In addition, her professionalism is superb.

Resume

Candidate Personal Information

Curtis, Brenda M (62673)

Employee Number	Social Security Number	Date of Birth
710794767	Not Specified	Not Specified
Address	Home Phone Number	Cellular Number
1020 Elton Street Apt. B Brooklyn, New York United States, 11208	718-272-2324	917-803-1166
	Work Phone Number	Pager Number
	Not Specified	Not Specified
Region	Email Address	Fax Number
US>NY>New York	b_serious@att.net	Not Specified
	Web Page Address	
	Not Specified	

Is this candidate a "top" candidate?	1st round Interview status (ADP/MBA)
Not Specified	Not Specified

Current or Last Annual Base Salary
73200

Attached Files

No Information Available

Candidate File

Page 8 of 9

Education

No information available

Work Experience

No information available

Additional Information

No information available

Pasted Cover Letter

No information available

Pasted Resume

Brenda M. Curtis
1020 Eilon Street, #8
Brooklyn, NY 11208
Home: 718-272-2324
Cell: 917-803-1166

SUMMARY: A flexible, competent individual with experience in meeting complex requirements in sales, production, finance and administrative functions. Excellent performance in positions that have limited or no supervision. A motivated team player who enjoys the challenges of solving difficult problems and improving efficiency.

EXPERIENCE:

5/02 — Present Standard & Poor's, New York City
Securities Services
Office Manager/Assistant to EMD

- v Office administration duties include coordinating coverage and attendance of both administrative and executive staff; maintaining global and domestic electronic distribution lists for over 400 people; maintaining organization charts; expense reporting; constructing and disseminating the monthly activity report; scheduling all meetings and conferences; assisting with performance evaluation process and business-specific Code of Ethics compliance.
- v Manage receptionist, reception area, copy/mail room and conference rooms. Set procedures, ensured compliance to procedures and adequate coverage at all times.
- v Created and delivered training program for support staff on ordering supplies through Corporate Express and creating expense reports using Captura.
- v Implemented automation of conference room scheduling.

10/01 — 5/02 Manpower, New York City
Various Temporary Assignments

2/00 — 10/01 Leafstone Staffing, New York City
Worked in a variety of different industries including corporate legal at Simpson, Thatcher & Bartlett and White & Case.

11/98 — 4/99 American Express Bank, New York City
Global Trading
Executive Assistant

- v Heavy calendar management/travel arrangements.
- v Ordered supplies, typed correspondence, and heavy mail merging.
- v Maintained department lists and collected company org charts.
- v Extensive usage of PowerPoint, Excel, Publisher & Intranet/Internet.
- v Placed noteworthy information on their Intranet site.

6/98 — 10/98 Bankers Trust Company, New York City
Private Banking
Executive Assistant to Managing Director

- v Maintained a client database of over 4,000 records for various mailings.
- v Composed correspondence, worked on special design projects and input travel and entertainment expenses into customized Excel expense report.
- v Used Lexis-Nexis and the Web to research information on prospective clients.

Candidate File

Page 9 of 9

11/94 — 3/98 Citibank, NA, New York City
 Global Corporate Finance, Operations & Technology
 Administrative Supervisor to the Division Executive (equivalent to President)

- v Implemented work guidelines for administrative & temporary support staff.
- v Enhanced department's organizational and operating efficiency by designing an effective library/filing system; implemented New Control Procedures. Improved expense reporting, tracking and vendor payment process.
- v Designed, distributed and displayed monthly newsletter.

8/90 — 7/94 United Nations, New York City
 Worked in various organizations throughout the United Nations

4/88-9/89 (Temp) McGraw Hill, New York City
10/89 — 8/90 (Perm) Aviation Week & Space Technology
 Office Manager

- v Organized, updated and scheduled the Associate Publisher's itinerary and special Aviation Week hosted events.
- v Served as the liaison for the Aviation Week advertising sales district managers.
- v Consistently met last minute sales and administrative demands dictated by high tempo of a weekly publication.
- v Acted as business manager; prepared and updated territory estimates, balanced estimates vs. budget and verified and processed all sales expense reports.
- v Office Manager duties included processing and following up on invoices, time reports, personnel documents, and correspondence.

12/86 — 2/88 Drexel Burnham Lambert, New York City
 Information Technology
 Applications Instructor

- v Trained employees on DisplayWrite III, MultiMate, WordPerfect and IBM 5520.
- v Designed reports on Dbase III plus and Lotus WYSIWYG.
- v Designed and updated training manuals.

1/79 — 12/86 World Composition Services, New York City
 Office Manager

- v Assisted President of this large typesetting company. Oversaw typesetting area, ordered supplies, furniture and worked closely with building management on layout and design of office space. Kept confidential employee information.
- v Supervised 1 receptionist and 7 messengers. Dispatched messengers for job pickups.
- v Worked closely with the Art & Design Department on special projects. Assisted Production Department with layout of typeset material.
- v Assisted accounting with payroll and processing of time sheets. Processed invoices for payment and posted in General Ledger.

EDUCATION: New York City Technical College
 Brooklyn, New York

SKILLS: Highly proficient in MS Word, Excel, PowerPoint, Access, Outlook, Outlook Express, Lotus Notes, Lotus OpenMail, Quicken & QuickBooks.
Desktop publishing: MS Publisher, Quark Express & FrontPage.
Internet savvy.

REFERENCES: Furnished upon request

CGS

Position: Administrative Assistant
 Reporting to: Paul Coughlin
 Date opened: 20-Jul-05

Resumes Reviewed	Current Title	Internal or External	First Round Interviewer	First Round Interview Date	Status	PR 2004	PR 2005
Astori, Barbara	Office Manager, Portfolio Services	Internal	M. Roderick, L. Muller, D. Agosto	N/A	Not moving forward	NA	NA
Bodnar, Anne Marie	Administrative Assistant Treasury	Internal	A. Scaturro	TBD	Not moving forward	3	4
Cudjoe, Jaafar	Administrative Assistant Kelly Services	External	A. Scaturro	TBD	Not moving forward	NA	NA
Curtis, Brenda	Office Manager/Assistant to EMD	Internal	M. Roderick, L. Muller, D. Agosto	7/29/2005 and 8/2/2005	2nd Round - No		
Panepinto, Mary Anne	S&P Securities Services Secretary	Internal	M. Roderick, L. Muller, D. Agosto	7/26/2005	2nd Round - No	3	3
Percla, Julie	Corporate Facilities Administrative Assistant	Internal	M. Roderick, L. Muller, D. Agosto	8/1/2005	Not moving forward	NA	NA
Quintela, Eva	S&P Finance & Operations Administrative Assistant	Internal	M. Roderick, L. Muller, D. Agosto	7/25/2005	Hired	5	3
Svendsen, Annmarie	Financial Services Ratings Administrative Assistant	Internal	M. Roderick, L. Muller, D. Agosto	7/27/2005	2nd Round - No	5	5
Zaglenski, Jackie	Risk Solutions	External	M. Roderick, L. Muller, D. Agosto	7/26/2005	Not moving forward	NA	NA
	Not currently employed						

= Moved forward to 2nd round Interviews

D01080